

CIG ADMINISTRATIVE ORDERS [REDACTED]

1 of 1

CONFIDENTIAL



~~CONFIDENTIAL~~10 December 1946COPY NO. 63

EGIB

CENTRAL INTELLIGENCE GROUP

INSTRUCTION NO. [REDACTED]

25X1A

C.I.G. ADMINISTRATIVE ORDER [REDACTED]

25X1A

TENTATIVE C.I.G. ADMINISTRATIVE PROCEDURE FOR
HANDLING CABLES FROM PARTICIPATING DEPARTMENTS

1. (a) The objectives of this order are to establish a uniform system for the procurement, delivery, security and accounting of departmental cables furnished to CIG, to reduce as much as possible the administration incident to the processing of the cables, and to expedite the flow of cables to those who require them in the performance of their duty.

(b) The particulars of this order will be put into effect on a trial basis at 0800, 17 December 1946. Initially, copies of cables will be procured and handled in quantities as indicated below. Action to effect necessary changes will be initiated by OGD as required.

(c) Unless otherwise specified by the department of origin, it will be assured that each cable is available for distribution within CIG in accordance with CIG needs, subject only to established security procedures. However, the distribution of cables will be strictly limited to only those CIG staff and office personnel who must have access to the information contained therein. Assistant Directors and comparable CIG officials will initiate the necessary measures within their offices to insure application of this principle of handling cables, particularly in the case of those cables containing TOP SECRET and critical information.

2. (a) All incoming and outgoing cables containing intelligence information or relating to intelligence operations of interest to CIG will be procured. These will include those cables sent or received in response to specific CIG collection requests as announced in collection directives.

(b) All administrative cables pertaining to CIG operations will be similarly obtained.

3. (a) All participating departments operating a cable service for the procurement of intelligence information related to the national security,

EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL
CANCELLED OR SUPERSEDED

~~CONFIDENTIAL~~

- 1 -

RENUMBERED PER CIA GENERAL ORDER [REDACTED]

25X1A

CONFIDENTIAL

or for expediting administration in areas in which CIG has an administrative interest, are required, under NIA Directives Nos. 1 and 5, to furnish the CIG with those cables described in paragraph 2 above.

(b) CIG will, except as noted below, procure three (3) copies of cables described in paragraph 2 above from each participating department, separated into two (2) sets, set #1 containing two copies of each cable, and set #2 containing one copy thereof.

4. Departments presently concerned are:

(a) State -- Cables will be picked up at offices in the State Department as specified by the Office of the Secretary of State.*

(b) War -- Cables will be picked up at:
Cable Branch, Office of the Director of Intelligence,
WDGS, Room 2 D 841, Pentagon.**

(c) Navy -- Cables will be picked up at:
(1) Despatch Section, ONI, (OP-32-C-241),
Room 3722, Navy Department Building, and
(2) Top Secret Control (OP-32-Y-25),
Room 3505 A, Navy Department Building.***

5. (a) On days other than Saturday and Sunday, the cables from each department will be picked up at least three (3) times a day in accordance with schedules to be published from time to time by the Communications Division, P & A Branch.

(b) The Saturday schedule will consist of only one (1) pickup.

(c) Unless otherwise directed no pickups will be made on Sundays or legal holidays.

6. Communications Division, P & A Branch will be responsible for effecting the pickups at the respective Departments, and the delivery to the proper CIG agency of all cables covered by this order. Authorized couriers will receipt for the cables as required and, properly safeguarding them, deliver the cables as specified in paragraph 8 below.

* Two copies only; deliver both copies directly to ORE, Room 115, Central Bldg.
** Four copies (2 sets of 2 copies each); deliver set #1 to ORE, Room 115, Central Bldg., and set #2 to Cable Control Unit, Signal Center, P & A Branch.
*** One copy only; deliver directly to ORE, Room 115, Central Bldg.

CONFIDENTIAL

~~CONFIDENTIAL~~

7. The two sets of cables described in paragraphs 3 b and 4 above (see exceptions) regardless of classification or source, will each be accompanied by an itemized receipt in duplicate for the cables contained in a set.

8. (a) The CIG couriers will, without delay, deliver sets #1 of the departmental cables directly to ORE (Room 115, Central Building), and will receive from ORE a signed copy of the itemized receipt for all cables so delivered. This copy will be retained by the Communications Division, P & A Branch, and will be their receipt for the cables delivered to ORE. ORE will then retain a copy of the itemized receipt of all cables delivered to ORE.

(b) The couriers will next deliver sets #2 (see exceptions noted in paragraph 4 above) of departmental cables to the Cable Control Unit, Signal Center.

9. ORE is responsible for screening all sets #1 cables and immediately extracting one copy of intelligence information cables which should be brought to the attention of the Director of Central Intelligence. The cables selected for the Director of Central Intelligence will be placed in suitable folders and delivered as soon as possible after selection to the Secretary to the Director of Central Intelligence who will circulate the cables in the Director's office, collect and return them to ORE.

10. (a) The Cable Control Unit, Signal Center will separate the cables in sets #2, immediately upon receipt from the couriers, into two groups, one group comprising those cables containing intelligence information and a second group containing administrative cables pertaining to CIG operations.

(b) The Cable Control Unit will immediately make the group of cables containing intelligence information available to authorized representatives of the Distribution Division, Dissemination Branch, OCD, for their examination (without receipt). The Cable Control Unit will make such further distribution, after required paraphrasing and reproduction, to appropriate operating offices of CIG as directed by the Distribution Division, Dissemination Branch, OCD. In the case of set #2 of the War Department cables, however, one copy of all intelligence information cables will be delivered immediately to OSO.

(c) The Cable Control Unit, Signal Center, will determine and send to action and information addressees within CIG, copies of the administrative

CONFIDENTIAL

CONFIDENTIAL

cables pertaining to CIG operations, reproducing and paraphrasing cables as required. A copy of important administrative cables will be sent to the Director of Central Intelligence for his information by the Cable Control Unit, Signal Center, in the same manner as indicated for those intelligence information cables screened and processed to the Director of Central Intelligence by ORE. (see paragraph 9 above)

11. The Communications Division, P & A Branch, will retain for file a copy of all cables in sets #2 and insure that data pertaining to the number of copies reproduced and their distribution, both for action and for information, within CIG is clearly indicated for each cable.

12. In the event that unusually important priority cables are received by a participating department during off-duty hours, the participating department will notify the standby officer of the Central Intelligence Group who will be contacted by calling EXecutive 6115. The CIG standby officer will then take necessary action as prescribed in CIG Administrative Memorandum [REDACTED] dated 15 November 1946.

25X1A

13. (a) CIG agencies are responsible for all cables delivered to them.

(b) All cables delivered to the Cable Control Unit, Signal Center, will be the responsibility of that Unit. If and when distribution is accomplished as a result of distribution directives, the Cable Control Unit will establish necessary accounting and security control procedures.

(c) Communications Division, P & A Branch, will be the accountable CIG agency for only those cables received in CIG in accordance with the provisions of this order.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Deputy Executive for Personnel
and Administration

CONFIDENTIAL

CONFIDENTIAL10 December 1946CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE ORDERTENTATIVE C.I.G. ADMINISTRATIVE PROCEDURE FOR
HANDLING CABLES FROM PARTICIPATING DEPARTMENTS

25X1A

COPY NO. 110

25X1A

1. (a) The objectives of this order are to establish a uniform system for the procurement, delivery, security and accounting of departmental cables furnished to CIG, to reduce as much as possible the administration incident to the processing of the cables, and to expedite the flow of cables to those who require them in the performance of their duty.

(b) The particulars of this order will be put into effect on a trial basis at 0800, 17 December 1946. Initially, copies of cables will be procured and handled in quantities as indicated below. Action to effect necessary changes will be initiated by OCD as required.

(c) Unless otherwise specified by the department of origin, it will be assumed that each cable is available for distribution within CIG in accordance with CIG needs, subject only to established security procedures. However, the distribution of cables will be strictly limited to only those CIG staff and office personnel who must have access to the information contained therein. Assistant Directors and comparable CIG officials will initiate the necessary measures within their offices to insure application of this principle of handling cables, particularly in the case of those cables containing TOP SECRET and critical information.

2. (a) All incoming and outgoing cables containing intelligence information or relating to intelligence operations of interest to CIG will be procured. These will include those cables sent or received in response to specific CIG collection requests as announced in collection directives.

(b) All administrative cables pertaining to CIG operations will be similarly obtained.

3. (a) All participating departments operating a cable service for the procurement of intelligence information related to the national security,

CONFIDENTIAL

- 1 -

CONFIDENTIAL

or for expediting administration in areas in which CIG has an administrative interest, are required, under NIA Directives Nos. 1 and 5, to furnish the CIG with those cables described in paragraph 2 above.

(b) CIG will, except as noted below, procure three (3) copies of cables described in paragraph 2 above from each participating department, separated into two (2) sets, set #1 containing two copies of each cable, and set #2 containing one copy thereof.

4. Departments presently concerned are:

(a) State -- Cables will be picked up at offices in the State Department as specified by the Office of the Secretary of State.*

(b) War -- Cables will be picked up at:
Cable Branch, Office of the Director of Intelligence,
MCS, Room 2 D 841, Pentagon.**

(c) Navy -- Cables will be picked up at:
(1) Despatch Section, ONI, (OP-32-C-241),
Room 3722, Navy Department Building, and
(2) Top Secret Control (OP-32-Y-25),
Room 3505 A, Navy Department Building.***

5. (a) On days other than Saturday and Sunday, the cables from each department will be picked up at least three (3) times a day in accordance with schedules to be published from time to time by the Communications Division, P & A Branch.

(b) The Saturday schedule will consist of only one (1) pickup.

(c) Unless otherwise directed no pickups will be made on Sundays or legal holidays.

6. Communications Division, P & A Branch will be responsible for effecting the pickups at the respective Departments, and the delivery to the proper CIG agency of all cables covered by this order. Authorized couriers will receipt for the cables as required and, properly safeguarding them, deliver the cables as specified in paragraph 8 below.

* Two copies only; deliver both copies directly to ORE, Room 115, Central Bldg.
** Four copies (2 sets of 2 copies each); deliver set #1 to ORE, Room 115, Central Bldg., and set #2 to Cable Control Unit, Signal Center, P & A Branch.
*** One copy only; deliver directly to ORE, Room 115, Central Bldg.

CONFIDENTIAL

CONFIDENTIAL

7. The two sets of cables described in paragraphs 3 b and 4 above (see exceptions) regardless of classification or source, will each be accompanied by an itemized receipt in duplicate for the cables contained in a set.

8. (a) The CIG couriers will, without delay, deliver sets #1 of the departmental cables directly to ORE (Room 115, Central Building), and will receive from ORE a signed copy of the itemized receipt for all cables so delivered. This copy will be retained by the Communications Division, P & A Branch, and will be their receipt for the cables delivered to ORE. ORE will then retain a copy of the itemized receipt of all cables delivered to ORE.

(b) The couriers will next deliver sets #2 (see exceptions noted in paragraph 4 above) of departmental cables to the Cable Control Unit, Signal Center.

9. ORE is responsible for screening all sets #1 cables and immediately extracting one copy of intelligence information cables which should be brought to the attention of the Director of Central Intelligence. The cables selected for the Director of Central Intelligence will be placed in suitable folders and delivered as soon as possible after selection to the Secretary to the Director of Central Intelligence who will circulate the cables in the Director's office, collect and return them to ORE.

10. (a) The Cable Control Unit, Signal Center will separate the cables in sets #2, immediately upon receipt from the couriers, into two groups, one group comprising those cables containing intelligence information and a second group containing administrative cables pertaining to CIG operations.

(b) The Cable Control Unit will immediately make the group of cables containing intelligence information available to authorized representatives of the Distribution Division, Dissemination Branch, OCD, for their examination (without receipt). The Cable Control Unit will make such further distribution, after required paraphrasing and reproduction, to appropriate operating offices of CIG as directed by the Distribution Division, Dissemination Branch, OCD. In the case of set #2 of the War Department cables, however, one copy of all intelligence information cables will be delivered immediately to OSO.

(c) The Cable Control Unit, Signal Center, will determine and send to action and information addressees within CIG, copies of the administrative

CONFIDENTIAL

CONFIDENTIAL

cables pertaining to CIG operations, reproducing and paraphrasing cables as required. A copy of important administrative cables will be sent to the Director of Central Intelligence for his information by the Cable Control Unit, Signal Center, in the same manner as indicated for those intelligence information cables screened and processed to the Director of Central Intelligence by ORE. (see paragraph 9 above)

11. The Communications Division, P & A Branch, will retain for file a copy of all cables in sets #2 and insure that data pertaining to the number of copies reproduced and their distribution, both for action and for information, within CIG is clearly indicated for each cable.

12. In the event that unusually important priority cables are received by a participating department during off-duty hours, the participating department will notify the standby officer of the Central Intelligence Group who will be contacted by calling EXecutive 6115. The CIG standby officer will then take necessary action as prescribed in CIG Administrative Memorandum [REDACTED] dated 15 November 1946.

25X1A

13. (a) CIG agencies are responsible for all cables delivered to them.

(b) All cables delivered to the Cable Control Unit, Signal Center, will be the responsibility of that Unit. If and when distribution is accomplished as a result of distribution directives, the Cable Control Unit will establish necessary accounting and security control procedures.

(c) Communications Division, P & A Branch, will be the accountable CIG agency for only those cables received in CIG in accordance with the provisions of this order.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Deputy Executive for Personnel
and Administration

CONFIDENTIAL

CONFIDENTIAL

10 December 1946

COPY NO. 8

25X1A

CENTRAL INTELLIGENCE GROUP AGENCYC.I.A. ADMINISTRATIVE ORDER

Inst. 11

25X1A

TENTATIVE C.I.A. ADMINISTRATIVE PROCEDURE FOR
HANDLING CABLES FROM PARTICIPATING DEPARTMENTS

Kill

1. (a) The objectives of this order are to establish a uniform system for the procurement, delivery, security and accounting of departmental cables furnished to CIG, to reduce as much as possible the administration incident to the processing of the cables, and to expedite the flow of cables to those who require them in the performance of their duty.

(b) The particulars of this order will be put into effect on a trial basis at 0800, 17 December 1946. Initially, copies of cables will be procured and handled in quantities as indicated below. Action to effect necessary changes will be initiated by OCD as required.

(c) Unless otherwise specified by the department of origin, it will be assumed that each cable is available for distribution within CIG in accordance with CIA needs, subject only to established security procedures. However, the distribution of cables will be strictly limited to only those CIG staff and office personnel who must have access to the information contained therein. Assistant Directors and comparable CIG officials will initiate the necessary measures within their offices to insure application of this principle of handling cables, particularly in the case of those cables containing TOP SECRET and critical information.

2. (a) All incoming and outgoing cables containing intelligence information or relating to intelligence operations of interest to CIG will be procured. These will include those cables sent or received in response to specific CIG collection requests as announced in collection directives.

(b) All administrative cables pertaining to CIG operations will be similarly obtained.

3. (a) All participating departments operating a cable service for the procurement of intelligence information related to the national security,

CONFIDENTIAL

- 1 -

Mud
OCD

CONFIDENTIAL

or for expediting administration in areas in which CIG has an administrative interest, are required, under NIA Directives Nos. 1 and 5, to furnish the CIG with those cables described in paragraph 2 above.

(b) CIG will, except as noted below, procure three (3) copies of cables described in paragraph 2 above from each participating department, separated into two (2) sets, set #1 containing two copies of each cable, and set #2 containing one copy thereof.

4. Departments presently concerned are:

(a) State -- Cables will be picked up at offices in the State Department as specified by the Office of the Secretary of State.*

(b) War -- Cables will be picked up at:
Cable Branch, Office of the Director of Intelligence,
WDGS, Room 2 D 841, Pentagon.**

(c) Navy -- Cables will be picked up at:
(1) Despatch Section, ONI, (OP-32-C-241),
Room 3722, Navy Department Building, and
(2) Top Secret Control (OP-32-Y-25),
Room 3505 A, Navy Department Building.***

5. (a) On days other than Saturday and Sunday, the cables from each department will be picked up at least three (3) times a day in accordance with schedules to be published from time to time by the Communications Division, P & A Branch.

(b) The Saturday schedule will consist of only one (1) pickup.

(c) Unless otherwise directed no pickups will be made on Sundays or legal holidays.

6. Communications Division, P & A Branch will be responsible for effecting the pickups at the respective Departments, and the delivery to the proper CIG agency of all cables covered by this order. Authorized couriers will receipt for the cables as required and, properly safeguarding them, deliver the cables as specified in paragraph 8 below.

-
- * Two copies only; deliver both copies directly to ORE, Room 115, Central Bldg.
 - ** Four copies (2 sets of 2 copies each); deliver set #1 to ORE, Room 115, Central Bldg., and set #2 to Cable Control Unit, Signal Center, P & A Branch.
 - *** One copy only; deliver directly to ORE, Room 115, Central Bldg.

CONFIDENTIAL

CONFIDENTIAL

7. The two sets of cables described in paragraphs 3 b and 4 above (see exceptions) regardless of classification or source, will each be accompanied by an itemized receipt in duplicate for the cables contained in a set.

8. (a) The CIB couriers will, without delay, deliver sets #1 of the departmental cables directly to ORE (Room 115, Central Building), and will receive from ORE a signed copy of the itemized receipt for all cables so delivered. This copy will be retained by the Communications Division, P & A Branch, and will be their receipt for the cables delivered to ORE. ORE will then retain a copy of the itemized receipt of all cables delivered to ORE.

(b) The couriers will next deliver sets #2 (see exceptions noted in paragraph 4 above) of departmental cables to the Cable Control Unit, Signal Center.

9. ORE is responsible for screening all sets #1 cables and immediately extracting one copy of intelligence information cables which should be brought to the attention of the Director of Central Intelligence. The cables selected for the Director of Central Intelligence will be placed in suitable folders and delivered as soon as possible after selection to the Secretary to the Director of Central Intelligence who will circulate the cables in the Director's office, collect and return them to ORE.

10. (a) The Cable Control Unit, Signal Center will separate the cables in sets #2, immediately upon receipt from the couriers, into two groups, one group comprising those cables containing intelligence information and a second group containing administrative cables pertaining to CIB operations.

(b) The Cable Control Unit will immediately make the group of cables containing intelligence information available to authorized representatives of the Distribution Division, Dissemination Branch, OOD, for their examination (without receipt). The Cable Control Unit will make such further distribution, after required paraphrasing and reproduction, to appropriate operating offices of CIB as directed by the Distribution Division, Dissemination Branch, OOD. In the case of set #2 of the War Department cables, however, one copy of all intelligence information cables will be delivered immediately to OSO.

(c) The Cable Control Unit, Signal Center, will determine and send to action and information addressees within CIB copies of the administrative

CONFIDENTIAL

CONFIDENTIAL

cables pertaining to CIB operations, reproducing and paraphrasing cables as required. A copy of important administrative cables will be sent to the Director of Central Intelligence for his information by the Cable Control Unit, Signal Center, in the same manner as indicated for those intelligence information cables screened and processed to the Director of Central Intelligence by ORE. (see paragraph 9 above)

✓ 11. The Communications Division, P & A Branch, will retain for file a copy of all cables in sets #2 and insure that data pertaining to the number of copies reproduced and their distribution, both for action and for information, within CIB is clearly indicated for each cable.

12. In the event that unusually important priority cables are received by participating department during off-duty hours, the participating department will notify the standby officer of the Central Intelligence ^{Branch} who will be contacted by calling Executive 6115. The CIB standby officer will then take necessary action as prescribed in CIB Administrative ^{Manual} ~~Manual~~, dated 15 November 1946.

13. (a) CIB agencies are responsible for all cables delivered to them.

(b) All cables delivered to the Cable Control Unit, Signal Center, will be the responsibility of that Unit. If and when distribution is accomplished as a result of distribution directives, the Cable Control Unit will establish necessary accounting and security control procedures.

(c) Communications Division, P & A Branch, will be the accountable CIB agency for only those cables received in CIB in accordance with the provisions of this order.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Deputy Executive for Personnel
and Administration

25X1A

25X1A

CONFIDENTIAL

RESTRICTED

25X1A
Adm. 11/17

OFFICE OF COLLECTION AND DISSEMINATION

DISSEMINATION BRANCH

10 January 1947

25X1A

MEMORANDUM FOR: [REDACTED]

Assistant Director for Personnel and Administration

Subject: Request for CIG Administrative Orders.

1. It is requested that six (6) copies of the following CIG Administrative Orders be forwarded to the Distribution Division, Dissemination Branch, Office of Collection and Dissemination:

25X1A

- a. CIG Administrative Order [REDACTED] dated 30 September 1946.
- b. CIG Administrative Order [REDACTED] dated 10 December 1946.

2. These two administrative orders contain basic operational instructions for the Distribution Division, and it is necessary that each section should have a copy for retention and reference.

3. It is also requested that one (1) additional copy of all future CIG Administrative Orders be forwarded on a regular basis to the Office of Collection and Dissemination for the use of the Distribution Division.

25X1A

[REDACTED]
Chief, Dissemination Branch
Office of Collection and Dissemination

RESTRICTED

1409
CONFIDENTIAL

19 December 1946

MEMORANDUM FOR THE EXECUTIVE TO THE DIRECTOR:

25X1A

Subject: CIG Administrative Order [REDACTED]

1. I am in complete agreement with the statement that Special Operations cannot assign missions without having a constant background of events in areas.

2. Except through some process of research and evaluation a background cannot be obtained from raw intelligence information. War Department cables are raw intelligence information. Much less can it be obtained from 15% of the raw intelligence information which ORE uses for the development of a complete background. ORE calculates that of the material they use approximately 5% comes from Navy, 15% from Army, and 80% from State.

3. OSO receives the daily, weekly, and special reports of ORE which is the evaluation of the whole intake. ORE is also organized to supply special briefing to officers, including those of OSO, when requested. By these means, OSO should obtain the best available direction for its overall activities.

4. As and when ICAPS is able to obtain concurrence for National Intelligence Requirements, these NIR should give further direction to OSO.

5. Semi-informed operations by OSO can seriously harm the reputation of the Director. If OSO considers that it cannot obtain from ORE and eventually from the NIR the guidance necessary for assigning missions, the problem should be given prompt, serious, and thorough study within CIG and by the IAB so that the situation can be remedied.

6. The matter is too vital to the national security to be treated with such half measures as that proposed.

25X1A

[REDACTED]
DONALD EDGAR
Chief, Interdepartmental
Coordinating and Planning Staff

CONFIDENTIAL

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED
 (Sender will circle classification Top and Bottom)

CENTRAL INTELLIGENCE GROUP
INTER-OFFICE ROUTING SLIP
 (Revised 10 Sept 1946)

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
✓ EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR	✓	gds	12/18
ADVISORY COUNCIL			
EXECUTIVE FOR PERSONNEL & ADMINISTRATION			
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF	Edgar ✓		
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

___ APPROVAL ___ INFORMATION ___ DIRECT REPLY
 ___ ACTION ___ RETURN ___ COMMENT
 ___ RECOMMENDATION ___ PREPARATION OF REPLY ___ FILE
 ___ SIGNATURE ___ CONCURRENCE ___ DISPATCH

REMARKS:

I don't see how Spec Ops can assign missions without having a constant background of events in area. This has nothing to do with Research and Evaluation. I think

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

Donald has the wrong idea on this.

25X1A

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED
 (Sender will circle classification Top and Bottom)

CENTRAL INTELLIGENCE GROUP
INTER-OFFICE ROUTING SLIP
 (Revised 10 Sept 1946)

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR	✓		
SECRETARY TO THE DIRECTOR			
✓ EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR			12/17
ADVISORY COUNCIL			
EXECUTIVE FOR PERSONNEL & ADMINISTRATION			
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

25X1A

___ APPROVAL ___ INFORMATION ___ DIRECT REPLY
 ___ ACTION ___ RETURN ___ COMMENT
 ___ RECOMMENDATION ___ PREPARATION OF REPLY ___ FILE
 ___ SIGNATURE ___ CONCURRENCE ___ DISPATCH

REMARKS.

Following shows he wants these cables for background material to assist in giving instructions to field not for evaluation. Perhaps final answer is to have OSOg ORE work out a system for ORE to furnish

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

050 with required background
material on a high priority
JAD

1. NAME	2. GRADE	3. POSITION
4. DIVISION	5. OFFICE	6. CITY
7. COUNTRY	8. TELEPHONE	9. FAX
10. ADDRESS	11. MAILING ADDRESS	12. HOME ADDRESS
13. COMMENTS		
14. SIGNATURE		
15. DATE		
16. APPROVAL		
17. REVIEW		
18. ACTION		
19. DISTRIBUTION		
20. REMARKS		
21. INITIALS		
22. DATE		
23. APPROVAL		
24. REVIEW		
25. ACTION		
26. DISTRIBUTION		
27. REMARKS		
28. INITIALS		
29. DATE		
30. APPROVAL		
31. REVIEW		
32. ACTION		
33. DISTRIBUTION		
34. REMARKS		
35. INITIALS		
36. DATE		
37. APPROVAL		
38. REVIEW		
39. ACTION		
40. DISTRIBUTION		
41. REMARKS		
42. INITIALS		
43. DATE		
44. APPROVAL		
45. REVIEW		
46. ACTION		
47. DISTRIBUTION		
48. REMARKS		
49. INITIALS		
50. DATE		
51. APPROVAL		
52. REVIEW		
53. ACTION		
54. DISTRIBUTION		
55. REMARKS		
56. INITIALS		
57. DATE		
58. APPROVAL		
59. REVIEW		
60. ACTION		
61. DISTRIBUTION		
62. REMARKS		
63. INITIALS		
64. DATE		
65. APPROVAL		
66. REVIEW		
67. ACTION		
68. DISTRIBUTION		
69. REMARKS		
70. INITIALS		
71. DATE		
72. APPROVAL		
73. REVIEW		
74. ACTION		
75. DISTRIBUTION		
76. REMARKS		
77. INITIALS		
78. DATE		
79. APPROVAL		
80. REVIEW		
81. ACTION		
82. DISTRIBUTION		
83. REMARKS		
84. INITIALS		
85. DATE		
86. APPROVAL		
87. REVIEW		
88. ACTION		
89. DISTRIBUTION		
90. REMARKS		
91. INITIALS		
92. DATE		
93. APPROVAL		
94. REVIEW		
95. ACTION		
96. DISTRIBUTION		
97. REMARKS		
98. INITIALS		
99. DATE		
100. APPROVAL		

STANDARD FORM NO. 64

CONFIDENTIAL

1336
302 11409

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive to the Director

DATE: 16 December 1946

FROM : Chief, ICAPS

SUBJECT: CIG Administrative Order [REDACTED]

25X1A

25X1A

1. I have noticed with some alarm the last sentence in 10(b) of the attached CIG Administrative Order [REDACTED] which reads: "In the case of set #2 of the War Department cables, however, one copy of all intelligence information cables will be delivered immediately to OSO."

2. It indicates that OSO has won another point in its determination to maintain some research and evaluation functions within its organization contrary to the explicit desires of the Director of Central Intelligence.

3. If this point is to be conceded in, it is my carefully taken position that OSO should receive copies of all intelligence information cables from all sources since nothing can be more disastrous than to permit OSO to arrive at conclusions either as to the evaluation of material from its own sources or to the determination of the activities of its own agents than supplying it with but one-third (or even less) of available material.

25X1A

[REDACTED]
DONALD EDGAR

CONFIDENTIAL

CONFIDENTIALTOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED
(Sender will circle classification Top and Bottom)CENTRAL INTELLIGENCE GROUP
INTER-OFFICE ROUTING SLIP
(Revised 10 Sept 1946)

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR	2		
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR	1		12/9/46
ADVISORY COUNCIL			
EXECUTIVE FOR PERSONNEL & ADMINISTRATION	3		
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
X ASST. DIRECTOR, COLLECTION & DISSEMINATION			

25X1A

25X1A

1-2

3

REM

CONFIDENTIAL

CONFIDENTIAL

as above, has been prepared by this Office, and has been concurred in (see coordination stamp) by ORE, OSO, ICAPS and the Executive for P & A.

2. It is believed that the effective date of the order (see paragraph 1(b)) should be set for 0800, 12 December, since the participating Departments and operating Offices of CIG need some warning prior to initiation of the new procedure.

3. It is recommended that the draft be approved and transmitted to the Executive for P & A for publication.

3

SECRET


CONFIDENTIAL

J-5

CONFIDENTIAL

CONFIDENTIAL

25X1A


C. E. OLSEN
Captain, U. S. N.

25X1A

Assistant Director for
Collection and Dissemination

1. TO: SECRETARY, DEPT. OF DEFENSE			
2. FROM: ASSISTANT DIRECTOR FOR COLLECTION AND DISSEMINATION			
3. SUBJECT: [REDACTED]			
4. ACTION: [REDACTED]			
5. APPROVAL: [REDACTED]			
6. REVIEW: [REDACTED]			
7. COMMENTS: [REDACTED]			
8. DISTRIBUTION: [REDACTED]			
9. ACTION: [REDACTED]			
10. ACTION: [REDACTED]			
11. ACTION: [REDACTED]			
12. ACTION: [REDACTED]			
13. ACTION: [REDACTED]			
14. ACTION: [REDACTED]			
15. ACTION: [REDACTED]			
16. ACTION: [REDACTED]			
17. ACTION: [REDACTED]			
18. ACTION: [REDACTED]			
19. ACTION: [REDACTED]			
20. ACTION: [REDACTED]			
21. ACTION: [REDACTED]			
22. ACTION: [REDACTED]			
23. ACTION: [REDACTED]			
24. ACTION: [REDACTED]			
25. ACTION: [REDACTED]			
26. ACTION: [REDACTED]			
27. ACTION: [REDACTED]			
28. ACTION: [REDACTED]			
29. ACTION: [REDACTED]			
30. ACTION: [REDACTED]			
31. ACTION: [REDACTED]			
32. ACTION: [REDACTED]			
33. ACTION: [REDACTED]			
34. ACTION: [REDACTED]			
35. ACTION: [REDACTED]			
36. ACTION: [REDACTED]			
37. ACTION: [REDACTED]			
38. ACTION: [REDACTED]			
39. ACTION: [REDACTED]			
40. ACTION: [REDACTED]			
41. ACTION: [REDACTED]			
42. ACTION: [REDACTED]			
43. ACTION: [REDACTED]			
44. ACTION: [REDACTED]			
45. ACTION: [REDACTED]			
46. ACTION: [REDACTED]			
47. ACTION: [REDACTED]			
48. ACTION: [REDACTED]			
49. ACTION: [REDACTED]			
50. ACTION: [REDACTED]			
51. ACTION: [REDACTED]			
52. ACTION: [REDACTED]			
53. ACTION: [REDACTED]			
54. ACTION: [REDACTED]			
55. ACTION: [REDACTED]			
56. ACTION: [REDACTED]			
57. ACTION: [REDACTED]			
58. ACTION: [REDACTED]			
59. ACTION: [REDACTED]			
60. ACTION: [REDACTED]			
61. ACTION: [REDACTED]			
62. ACTION: [REDACTED]			
63. ACTION: [REDACTED]			
64. ACTION: [REDACTED]			
65. ACTION: [REDACTED]			
66. ACTION: [REDACTED]			
67. ACTION: [REDACTED]			
68. ACTION: [REDACTED]			
69. ACTION: [REDACTED]			
70. ACTION: [REDACTED]			
71. ACTION: [REDACTED]			
72. ACTION: [REDACTED]			
73. ACTION: [REDACTED]			
74. ACTION: [REDACTED]			
75. ACTION: [REDACTED]			
76. ACTION: [REDACTED]			
77. ACTION: [REDACTED]			
78. ACTION: [REDACTED]			
79. ACTION: [REDACTED]			
80. ACTION: [REDACTED]			
81. ACTION: [REDACTED]			
82. ACTION: [REDACTED]			
83. ACTION: [REDACTED]			
84. ACTION: [REDACTED]			
85. ACTION: [REDACTED]			
86. ACTION: [REDACTED]			
87. ACTION: [REDACTED]			
88. ACTION: [REDACTED]			
89. ACTION: [REDACTED]			
90. ACTION: [REDACTED]			
91. ACTION: [REDACTED]			
92. ACTION: [REDACTED]			
93. ACTION: [REDACTED]			
94. ACTION: [REDACTED]			
95. ACTION: [REDACTED]			
96. ACTION: [REDACTED]			
97. ACTION: [REDACTED]			
98. ACTION: [REDACTED]			
99. ACTION: [REDACTED]			
100. ACTION: [REDACTED]			

(CLASSIFIED TO DATE 1970)
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION SCHEDULE

(EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION SCHEDULE)

NOT REPRODUCED WITHOUT PERMISSION OF THE SECRETARY OF DEFENSE

CONFIDENTIAL

CONFIDENTIAL

interest, are required, under NIA Directives Nos. 1 and 5, to furnish the CIG with those cables described in paragraph 2 above.

(b) CIG will, except as noted below, procure three (3) copies of cables described in paragraph 2 above from each participating department, separated into two (2) sets, set #1 containing two copies of each cable, and set #2 containing one copy thereof.

4. Departments presently concerned are:

(a) State -- Cables will be picked up at*

~~Office of the Secretary of State, Room 108, State Department.~~ *

(b) War -- Cables will be picked up at:

Cable Branch, Office of the Director of Intelligence, WDGS,
Room 2D 841, Pentagon. **

(c) Navy -- Cables will be picked up at:

(1) Despatch Section, ONI, (OP-32-C-241), Room 3722, Navy
Department Building, and

(2) Top Secret Control (OP-32-Y-25), Room 3505 A, Navy
Department Building. ***

5. (a) On days other than Saturday and Sunday, the cables from each department will be picked up at least three (3) times a day in accordance with schedules to be published from time to time by the Communications Division, P & A Branch.

(b) The Saturday schedule will consist of only one (1) pickup.

(c) Unless otherwise directed no pickups will be made on Sundays or legal holidays.

6. Communications Division, P & A Branch will be responsible for effecting the pickups at the respective Departments, and the delivery to the proper CIG agency of all cables covered by this order. Authorized couriers will receipt for the cables as required and, properly safeguarding them, deliver the cables as specified in paragraph 8 below.

* Two copies only; deliver both copies directly to ORE, Room 115, Central Bldg.

** Four copies (2 sets of 2 copies each): deliver set #1 to ORE, Room 115, Central Bldg. and set #2 to Cable Control Unit, Signal Center, P & A Branch.

*** One copy only; deliver directly to ORE, Room 115, Central Bldg.

25X1A

Insert per Col. [redacted] at Para. 4(a)

** Office in the State Department as specified by
the Office of the Secretary of State **

~~CONFIDENTIAL~~

10 December 1946

~~CONFIDENTIAL~~

C.I.G. ADMINISTRATIVE ORDER

copy No. —

25X1A

TENTATIVE C.I.G. ADMINISTRATIVE PROCEDURE FOR HANDLING CABLES
FROM PARTICIPATING DEPARTMENTS

1. (a) The objectives of this order are to establish a uniform system for the procurement, delivery, security and accounting of Departmental cables furnished to CIG, to reduce as much as possible the administration incident to the processing of the cables, and to expedite the flow of cables to those who require them in the performance of their duty.

(b) The particulars of this order will be put into effect on a trial basis at 0800, ¹⁷ December 1946. Initially, copies of cables will be procured and handled in quantities as indicated below. Action to effect necessary changes will be initiated by OCD as required.

(c) Unless otherwise specified by the department of origin, it will be assumed that each cable is available for distribution within CIG in accordance with CIG needs, subject only to established security procedures. However, the distribution of cables will be strictly limited to only those CIG staff and office personnel who must have access to the information contained therein. Assistant Directors and comparable CIG officials will initiate the necessary measures within their offices to insure application of this principle of handling cables, particularly in the case of those cables containing Top Secret and critical information.

2. (a) All incoming and outgoing cables containing intelligence information or relating to intelligence operations of interest to CIG will be procured. These will include those cables sent or received in response to specific CIG collection requests as announced in collection directives.

(b) All administrative cables pertaining to CIG operations will be similarly obtained.

3. (a) All participating departments operating a cable service for the procurement of intelligence information related to the national security, or for expediting administration in areas in which CIG has an administrative

~~CONFIDENTIAL~~

CONFIDENTIAL

7. The two sets of cables described in paragraphs 3b and 4 above (see exceptions) regardless of classification or source, will each be accompanied by an itemized receipt in duplicate for the cables contained in a set.

8. (a) The CIG couriers will, without delay, deliver sets #1 of the departmental cables directly to ORE (Room 115, Central Building), and will receive from ORE a signed copy of the itemized receipt for all cables so delivered. This copy will be retained by the Communications Division, P & A Branch, and will be their receipt for the cables delivered to ORE. ORE will then retain a copy of the itemized receipt of all cables delivered to ORE.

(b) The couriers will next deliver sets #2 (see exceptions noted in paragraph 4 above) of departmental cables to the Cable Control Unit, Signal Center.

9. ORE is responsible for screening all sets #1 cables and immediately extracting one copy of intelligence information cables which should be brought to the attention of the Director of Central Intelligence. The cables selected for the Director of Central Intelligence will be placed in suitable folders and delivered as soon as possible after selection to the Secretary to the Director of Central Intelligence who will circulate the cables in the Director's office, collect and return them to ORE.

10. (a) The Cable Control Unit, Signal Center will separate the cables in sets #2, immediately upon receipt from the couriers, into two groups, one group comprising those cables containing intelligence information and a second group containing administrative cables pertaining to CIG operations.

(b) The Cable Control Unit will immediately make the group of cables containing intelligence information available to authorized representatives of the Distribution Division, Dissemination Branch, OOD, for their examination (without receipt). The Cable Control Unit will make such further distribution, after required paraphrasing and reproduction, to appropriate operating offices of CIG as directed by the Distribution Division, Dissemination Branch, OOD. In the case of set #2 of the War Department cables, however, one copy of all intelligence information cables will be delivered immediately to OSO.

(c) The Cable Control Unit, Signal Center, will determine and send to action and information addressees within CIG, copies of the administrative

CONFIDENTIAL

- 3 -

CONFIDENTIAL

cables pertaining to CIG operations, reproducing and paraphrasing cables as required. A copy of important administrative cables will be sent to the Director of Central Intelligence for his information by the Cable Control Unit, Signal Center, in the same manner as indicated for those intelligence information cables screened and processed to the Director of Central Intelligence by ORE. (see paragraph 9 above)

11. The Communications Division, P & A Branch, will retain for file a copy of all cables in sets #2 and insure that data pertaining to the number of copies reproduced and their distribution, both for action and for information, within CIG is clearly indicated for each cable.

12. In the event that unusually important priority cables are received by participating department during off-duty hours, the participating department will notify the standby officer of the Central Intelligence Group who will be contacted by calling Executive 6115. The CIG standby officer will then take necessary action as prescribed in CIG Administrative Memorandum [redacted] dated 15 November 1946.

13. (a) CIG agencies are responsible for all cables delivered to them.

(b) All cables delivered to the Cable Control Unit, Signal Center, will be the responsibility of that Unit. If and when distribution is accomplished as a result of distribution directives, the Cable Control Unit will establish necessary accounting and security control procedures.

(c) Communications Division, P & A Branch, will be the accountable CIG agency for only those cables received in CIG in accordance with the provisions of this order.

For The Director of Central Intelligence :

*[redacted]
Deputy Executive for Personnel
and Administration*

CONFIDENTIAL

- 4 -

25X1A

25X1A

CONFIDENTIAL

C.I.G. ADMINISTRATIVE ORDER

NO. _____

TENTATIVE C.I.G. ADMINISTRATIVE PROCEDURE FOR HANDLING CABLES
FROM PARTICIPATING DEPARTMENTS

1. (a) The objectives of this order are to establish a uniform system for the procurement, delivery, security and accounting of Departmental cables furnished to CIG, to reduce as much as possible the administration incident to the processing of the cables, and to expedite the flow of cables to those who require them in the performance of their duty.

(b) The particulars of this order will be put into effect on a trial basis at 0800, ~~26~~¹⁷ December 1946. Initially, copies of cables will be procured and handled in quantities as indicated below. Action to effect necessary changes will be initiated by OCD as required.

(c) Unless otherwise specified by the department of origin, it will be assumed that each cable is available for distribution within CIG in accordance with CIG needs, subject only to established security procedures. However, the distribution of cables will be strictly limited to only those CIG staff and office personnel who must have access to the information contained therein. Assistant Directors and comparable CIG officials will initiate the necessary measures within their offices to insure application of this principle of handling cables, particularly in the case of those cables containing Top Secret and critical information.

2. (a) All incoming and outgoing cables containing intelligence information or relating to intelligence operations of interest to CIG will be procured. These will include those cables sent or received in response to specific CIG collection requests as announced in collection directives.

(b) All administrative cables pertaining to CIG operations will be similarly obtained.

3. (a) All participating departments operating a cable service for the procurement of intelligence information related to the national security, or for expediting administration in areas in which CIG has an administrative

CONFIDENTIAL

interest, are required, under NIA Directives Nos. 1 and 5, to furnish the CIG with those cables described in paragraph 2 above.

(b) CIG will, except as noted below, procure three (3) copies of cables described in paragraph 2 above from each participating department, separated into two (2) sets, set #1 containing two copies of each cable, and set #2 containing one copy thereof.

4. Departments presently concerned are:

(a) State -- Cables will be picked up at:

Office of the Secretary of State, Room 108, State Department. *

(b) War -- Cables will be picked up at:

Cable Branch, Office of the Director of Intelligence, WDGS,
Room 2D 841, Pentagon. **

(c) Navy -- Cables will be picked up at:

(1) Despatch Section, ONI, (OP-32-C-241), Room 3722, Navy
Department Building, and

(2) Top Secret Control (OP-32-Y-25), Room 3505 A, Navy
Department Building. ***

5. (a) On days other than Saturday and Sunday, the cables from each department will be picked up at least three (3) times a day in accordance with schedules to be published from time to time by the Communications Division, P & A Branch.

(b) The Saturday schedule will consist of only one (1) pickup.

(c) Unless otherwise directed no pickups will be made on Sundays or legal holidays.

6. Communications Division, P & A Branch will be responsible for effecting the pickups at the respective Departments, and the delivery to the proper CIG agency of all cables covered by this order. Authorized couriers will receipt for the cables as required and, properly safeguarding them, deliver the cables as specified in paragraph 8 below.

* Two copies only; deliver both copies directly to ORE, Room 115, Central Bldg.

** Four copies (2 sets of 2 copies each): deliver set #1 to ORE, Room 115, Central Bldg. and set #2 to Cable Control Unit, Signal Center, P & A Branch.

*** One copy only; deliver directly to ORE, Room 115, Central Bldg.

- 2 -
CONFIDENTIAL

7. The two sets of cables described in paragraphs 3b and 4 above (see exceptions) regardless of classification or source, will each be accompanied by an itemized receipt in duplicate for the cables contained in a set.

8. (a) The CIG couriers will, without delay, deliver sets #1 of the departmental cables directly to ORE (Room 115, Central Building), and will receive from ORE a signed copy of the itemized receipt for all cables so delivered. This copy will be retained by the Communications Division, P & A Branch, and will be their receipt for the cables delivered to ORE. ORE will then retain a copy of the itemized receipt of all cables delivered to ORE.

(b) The couriers will next deliver sets #2 (see exceptions noted in paragraph 4 above) of departmental cables to the Cable Control Unit, Signal Center.

9. ORE is responsible for screening all sets #1 cables and immediately extracting one copy of intelligence information cables which should be brought to the attention to the Director of Central Intelligence. The cables selected for the Director of Central Intelligence will be placed in suitable folders and delivered as soon as possible after selection to the Secretary to the Director of Central Intelligence who will circulate the cables in the Director's office, collect and return them to ORE.

10. (a) The Cable Control Unit, Signal Center will separate the cables in sets #2, immediately upon receipt from the couriers, into two groups, one group comprising those cables containing intelligence information and a second group containing administrative cables pertaining to CIG operations.

(b) The Cable Control Unit will immediately make the group of cables containing intelligence information available to authorized representatives of the Distribution Division, Dissemination Branch, OCD, for their examination (without receipt). The Cable Control Unit will make such further distribution, after required paraphrasing and reproduction, to appropriate operating offices of CIG as directed by the Distribution Division, Dissemination Branch, OCD. In the case of set #2 of the War Department cables, however, one copy of all intelligence information cables will be delivered immediately to OSO.

(c) The Cable Control Unit, Signal Center, will determine and send to action and information addressees within CIG, copies of the administrative

CONFIDENTIAL

cables pertaining to CIG operations, reproducing and paraphrasing cables as required. A copy of important administrative cables will be sent to the Director of Central Intelligence for his information by the Cable Control Unit, Signal Center, in the same manner as indicated for those intelligence information cables screened and processed to the Director of Central Intelligence by ORE. (see paragraph 9 above)

11. The Communications Division, P & A Branch, will retain for file a copy of all cables in sets #2 and insure that data pertaining to the number of copies reproduced and their distribution, both for action and for information, within CIG is clearly indicated for each cable.

12. In the event that unusually important priority cables are received by participating department during off-duty hours, the participating department will notify the standby officer of the Central Intelligence Group who will be contacted by calling Executive 6115. The CIG standby officer will then take necessary action as prescribed in CIG Administrative Memorandum [REDACTED] dated 15 November 1946.

25X1A

13. (a) CIG agencies are responsible for all cables delivered to them.

(b) All cables delivered to the Cable Control Unit, Signal Center, will be the responsibility of that Unit. If and when distribution is accomplished as a result of distribution directives, the Cable Control Unit will establish necessary accounting and security control procedures.

(c) Communications Division, P & A Branch, will be the accountable CIG agency for only those cables received in CIG in accordance with the provisions of this order.

DISTRIBUTION

Forward - Orig. & 1
 CCD - 1
 Coll - 1
 Diss - 1
 Executive Office Registry - 1 ✓
 Executive for P & A - 1
 ORE - 1
 Central Records - 2

COORDINATION REQUIRED			
WITH	ACTIVITY	INITIALS	DATE
	Director		
	Dep. Dir.		
	Exec. Dir.		
✓	Exec. P & A	DES	6/14
	A. D. Op.		
	Com. Cont.		
	F. H. I. S.		
✓	A. D. Sp. Co.	WHS	9/14
✓	ICAFS	WHS	6/14
✓	A. D. Op.	WHS	5/14
	A. D. C & D		
	Coll.		
	Diss.		
	Security		

CONFIDENTIAL

CONFIDENTIAL10 December 1946COPY NO. 52CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE ORDER [REDACTED]

25X1A

TENTATIVE C.I.G. ADMINISTRATIVE PROCEDURE FOR
HANDLING CABLES FROM PARTICIPATING DEPARTMENTS

1. (a) The objectives of this order are to establish a uniform system for the procurement, delivery, security and accounting of departmental cables furnished to CIG, to reduce as much as possible the administration incident to the processing of the cables, and to expedite the flow of cables to those who require them in the performance of their duty.

(b) The particulars of this order will be put into effect on a trial basis at 0800, 17 December 1946. Initially, copies of cables will be procured and handled in quantities as indicated below. Action to effect necessary changes will be initiated by OCD as required.

(c) Unless otherwise specified by the department of origin, it will be assumed that each cable is available for distribution within CIG in accordance with CIG needs, subject only to established security procedures. However, the distribution of cables will be strictly limited to only those CIG staff and office personnel who must have access to the information contained therein. Assistant Directors and comparable CIG officials will initiate the necessary measures within their offices to insure application of this principle of handling cables, particularly in the case of those cables containing TOP SECRET and critical information.

2. (a) All incoming and outgoing cables containing intelligence information or relating to intelligence operations of interest to CIG will be procured. These will include those cables sent or received in response to specific CIG collection requests as announced in collection directives.

(b) All administrative cables pertaining to CIG operations will be similarly obtained.

3. (a) All participating departments operating a cable service for the procurement of intelligence information related to the national security,

CONFIDENTIAL

- 1 -

CONFIDENTIAL

or for expediting administration in areas in which CIG has an administrative interest, are required, under NIA Directives Nos. 1 and 5, to furnish the CIG with those cables described in paragraph 2 above.

(b) CIG will, except as noted below, procure three (3) copies of cables described in paragraph 2 above from each participating department, separated into two (2) sets, set #1 containing two copies of each cable, and set #2 containing one copy thereof.

4. Departments presently concerned are:

(a) State -- Cables will be picked up at offices in the State Department as specified by the Office of the Secretary of State.*

(b) War -- Cables will be picked up at:
Cable Branch, Office of the Director of Intelligence,
WGS, Room 2 D 841, Pentagon.**

(c) Navy -- Cables will be picked up at:
(1) Despatch Section, ONI, (OP-32-C-241),
Room 3722, Navy Department Building, and
(2) Top Secret Control (OP-32-Y-25),
Room 3505 A, Navy Department Building.***

5. (a) On days other than Saturday and Sunday, the cables from each department will be picked up at least three (3) times a day in accordance with schedules to be published from time to time by the Communications Division, P & A Branch.

(b) The Saturday schedule will consist of only one (1) pickup.

(c) Unless otherwise directed no pickups will be made on Sundays or legal holidays.

6. Communications Division, P & A Branch will be responsible for effecting the pickups at the respective Departments, and the delivery to the proper CIG agency of all cables covered by this order. Authorized couriers will receipt for the cables as required and, properly safeguarding them, deliver the cables as specified in paragraph 8 below.

* Two copies only; deliver both copies directly to ORE, Room 115, Central Bldg.
** Four copies (2 sets of 2 copies each); deliver set #1 to ORE, Room 115, Central Bldg., and set #2 to Cable Control Unit, Signal Center, P & A Branch.
*** One copy only; deliver directly to ORE, Room 115, Central Bldg.

CONFIDENTIAL

CONFIDENTIAL

7. The two sets of cables described in paragraphs 3 b and 4 above (see exceptions) regardless of classification or source, will each be accompanied by an itemized receipt in duplicate for the cables contained in a set.

8. (a) The CIG couriers will, without delay, deliver sets #1 of the departmental cables directly to ORE (Room 115, Central Building), and will receive from ORE a signed copy of the itemized receipt for all cables so delivered. This copy will be retained by the Communications Division, P & A Branch, and will be their receipt for the cables delivered to ORE. ORE will then retain a copy of the itemized receipt of all cables delivered to ORE.

(b) The couriers will next deliver sets #2 (see exceptions noted in paragraph 4 above) of departmental cables to the Cable Control Unit, Signal Center.

9. ORE is responsible for screening all sets #1 cables and immediately extracting one copy of intelligence information cables which should be brought to the attention of the Director of Central Intelligence. The cables selected for the Director of Central Intelligence will be placed in suitable folders and delivered as soon as possible after selection to the Secretary to the Director of Central Intelligence who will circulate the cables in the Director's office, collect and return them to ORE.

10. (a) The Cable Control Unit, Signal Center will separate the cables in sets #2, immediately upon receipt from the couriers, into two groups, one group comprising those cables containing intelligence information and a second group containing administrative cables pertaining to CIG operations.

(b) The Cable Control Unit will immediately make the group of cables containing intelligence information available to authorized representatives of the Distribution Division, Dissemination Branch, OCD, for their examination (without receipt). The Cable Control Unit will make such further distribution, after required paraphrasing and reproduction, to appropriate operating offices of CIG as directed by the Distribution Division, Dissemination Branch, OCD. In the case of set #2 of the War Department cables, however, one copy of all intelligence information cables will be delivered immediately to OSO.

(c) The Cable Control Unit, Signal Center, will determine and send to action and information addressees within CIG, copies of the administrative

CONFIDENTIAL

CONFIDENTIAL

cables pertaining to CIG operations, reproducing and paraphrasing cables as required. A copy of important administrative cables will be sent to the Director of Central Intelligence for his information by the Cable Control Unit, Signal Center, in the same manner as indicated for those intelligence information cables screened and processed to the Director of Central Intelligence by ORE. (see paragraph 9 above)

11. The Communications Division, P & A Branch, will retain for file a copy of all cables in sets #2 and insure that data pertaining to the number of copies reproduced and their distribution, both for action and for information, within CIG is clearly indicated for each cable.

12. In the event that unusually important priority cables are received by a participating department during off-duty hours, the participating department will notify the standby officer of the Central Intelligence Group who will be contacted by calling Executive 6115. The CIG standby officer will then take necessary action as prescribed in CIG Administrative Memorandum [REDACTED] dated 15 November 1946. 25X1A

13. (a) CIG agencies are responsible for all cables delivered to them.

(b) All cables delivered to the Cable Control Unit, Signal Center, will be the responsibility of that Unit. If and when distribution is accomplished as a result of distribution directives, the Cable Control Unit will establish necessary accounting and security control procedures.

(c) Communications Division, P & A Branch, will be the accountable CIG agency for only those cables received in CIG in accordance with the provisions of this order.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Deputy Executive for Personnel
and Administration

CONFIDENTIAL